

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

DATE: August 2008
TO: All Assessing Officials
FROM: Diana K. Boylls, Training Director
RE: Level I and II Assessor-Appraiser Certification Course and Examination

In accordance with IC 6-1.1-35.5-4(a), the Department of Local Government Finance (DLGF) will administer the Level I and II Assessor-Appraiser Certification course and examination on a regular schedule which began in January, 2008. As required by the statute, these courses and examinations will be offered in several locations throughout the state.

The classes will run for four consecutive days, followed by a 5-hour exam on the fifth day. During the first sessions of the classes, you must attend the entire session to be eligible to take the exam. After you have completed one cycle of the classes, you may retake the exam, if necessary, without having to retake the classes.

Course Format

The Level I course will consist of the following:

- Day 1** – Cost Approach using Book 1 of the 2002 Real Property Assessment Guidelines
- Day 2 and Morning of Day 3**– Continue Cost Approach
- Afternoon of Day 3** – Introduction to the Sales Comparison Approach
- Day 4** – Introduction to the Income Approach and Review
- Day 5** – Review and test

The Level II course will consist of the following:

- Day 1** – Cost Approach using Book 2 of the 2002 Real Property Assessment Guidelines
- Day 2 and Morning of Day 3** – Continue Cost Approach
- Afternoon of Day 3** – Sales Comparison Approach
- Day 4** – Income Approach and Review
- Day 5** – Review and test

Preparatory class work taken prior to January 2007 will not count toward the requirements of pre-exam course work.

Classes will begin at 9:00 a.m. and end at 4:00 p.m. each day.

Supplies to Bring With You:**For Level I:**

Please bring the 2002 Real Property Assessment Guidelines, Book 1, a calculator, highlighter, notepads, pencils, 12-inch ruler.

For Level II:

Please bring the 2002 Real Property Assessment Guidelines, Book 2, a calculator, highlighter, notepads, pencils, 12-inch ruler.

Registration:

There is no fee associated with registration for the course/exam. However, **a registration form must be completed and returned to the address/fax number indicated on the registration form no later than two weeks before the starting date of the class.** This will insure that adequate materials are available. If you do not pre-register, we cannot guarantee that materials will be available, even though space may be.

If you need a copy of the 2002 Real Property Assessment Guidelines, please indicate on the registration form. Copies will be available at the class site, but only for those who request them in advance.

Examinations

The Level I and II examinations will consist of fill in the blank questions and problems. The test will run five (5) consecutive hours from the beginning of the exam, but will end no later than 4:00 p.m. on Friday, local time. There will be no breaks, although you will be allowed to leave the room for rest room breaks or to get a snack or drink.

As always, the course and exam is open to all Indiana citizens at no charge. However, a registration form must be completed. You will be required to show a photo ID on the test day.

The objective of the Level I and Level II exams is, in accordance with IC 6-1.1-35.5-3, to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The exam will test practical applications used in the performance of the duties associated with the office.

The exams will be open book, and will be based on the course content and problems worked during class. You may use any notes, manuals or other relevant materials during the exam. **The test consists of 50 multiple choice questions, with each question being worth 2 points.**

Passing grade is 70, and the test contains 100 points.

If you have a physical impairment that will require special accommodations, please notify us in advance. Advanced notification will help us to best meet your needs. Please contact Barry Wood, Director of the Assessment Division, by mail or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

Registration Process

Please complete the attached registration form and return it by the deadline.

The classes/exams will be offered on a regular rotating basis throughout 2008. A complete schedule is available on our website at www.in.gov/dlgf.

Please indicate your choice of locations by placing a check mark or "x" next to the location you desire.

In an effort to provide everyone with the opportunity to receive all information provided by the DLGF, please share all contents of this notification with others in your county, including staff members and members of the county PTABOA.

Other Information

The Level I course/exam will be offered four times during the year. The Level II course/exam will be offered five times during the year in the weeklong format, and twice on five consecutive Saturdays.

Please feel free to dress comfortably. You will be sitting for long periods, and I would suggest that you dress in layers. The rooms have varying temperatures, so you need to be prepared.

Please feel free to bring any kind of snacks with you. You may also bring lunches, if you wish. There will be plenty of room in the classrooms for small coolers. You may also bring any type of non-alcoholic beverages you might want.

Schedule

This registration form will cover the courses/exams for October, November, and December 2008. This will complete the 2008 program. Details on the classes for the first quarter of 2009 will be mailed in December.

2008 FOURTH QUARTER
COURSE/EXAM REGISTRATION FORM

Name: _____ Maiden: _____

Address: _____

City, State, Zip: _____

County: _____ Township: _____

Title: _____ (If vendor, please list company)

Date of Birth: _____ Student ID Number: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

E-Mail Address: _____

Please register me for the following courses/exams that I have indicated below:

Level I:

October 6 through October 10, Holiday Inn East, Indianapolis _____
October 6 through October 10, Executive Inn, Evansville _____
October 20 through October 24, North Star Civic Center, Huntington _____
October 20 through October 24, Quality Inn, Seymour _____
October 27 through October 31, Marshall County Building, Plymouth _____
October 27 through October 31, Jasper Inn & Convention Center, Jasper _____

Level II:

November 17 through November 21, Executive Inn, Evansville _____
November 17 through November 21, Quality Inn, Seymour _____
November 17 through November 21, Marshall County Building, Plymouth _____
December 1 through December 5, North Star Civic Center, Huntington _____
December 8 through December 12, Holiday Inn East, Indianapolis _____
December 8 through December 12, Jasper Inn & Convention Center, Jasper _____

**December 17 – Make-up test day only, Level I and Level II, Holiday Inn
East, Indianapolis _____**

I wish to sign up for the EXAM ONLY at the following location and date:

Location: _____

Date: _____

Name: _____

Books and Manuals:

Please reserve the following manual for me:

(Manual will be available at the test site, if reserved. There is no charge for assessing officials, but vendors must pay a \$25 fee each.)

2002 Real Property Assessment Guidelines and Manual: _____ copies

Please **mail or fax** both pages to:

Diana Boylls, Training Director
Department of Local Government Finance
Indiana Government Center North
100 N Senate Avenue Room N1058
Indianapolis, Indiana 46204.

Fax number is 317/232-8779.

Please do not e-mail registration forms since the e-mail may not be read in time for the registration deadline.